



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5500.14  
INS  
15 Mar 2002

AIR STATION ORDER 5500.14

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: DOCUMENTATION REQUIRED TO REQUEST ACCESS TO MARINE CORPS AIR  
STATION (MCAS), CHERRY POINT BY COMMERCIAL AND CONTRACTOR  
EMPLOYEES

Ref: (a) DoD 5200.8  
(b) MCO 5510.15A

Encl: (1) Documentation Required to Grant Access to Commercial and  
Contract Employees

1. Situation. Recent world events have highlighted the need for improved security practices. For many years, commercial and contractor employees have been permitted aboard the Air Station without criminal records checks, appropriate identification documents, and proof of citizenship/immigration status. Access was granted on the basis of employment by a firm authorized to conduct business aboard MCAS Cherry Point and compliance with local motor vehicle regulations.

2. Mission. A substantial change in the procedures for granting access to commercial and contractor employees is warranted. This order delineates the documentation required to grant access to commercial and contractor employees. It serves as a foundational document for several other processes related to commercial and contractor employees including the contracting process, the contractor identification card process, and the business permit process.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Reasonably necessary and lawful measures are essential to maintaining law and order and to protecting installation personnel and property, per references (a) and (b). Verifying the identity, criminal history, and immigration status of commercial and contractor employees is a necessary component of an

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effective security program. This practice contributes to the protection of installation personnel a property, and of the commercial and contract employees.

(2) Concept of Operations

(a) Commercial and contractor employees are individuals who are granted access to the Air Station to perform contracted services for the Government or to provide services for personnel working or residing aboard the Air Station.

(b) Enclosure (1) lists the required documentation for commercial and contractor employees to request access to the Air Station.

(c) Costs associated with producing the required documentation shall be the responsibility of the employer or employee.

(d) Access will no longer be granted solely based upon information provided by the employer. Individual employees shall present the documentation required in person.

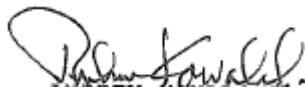
(e) The requirement for documentation shall be incorporated into all contracts written by the Air Station. External contracting activities that write contracts for services aboard MCAS Cherry Point shall be notified of the requirements established within this order by their customers aboard the Air Station.

4. Administration and Logistics. The CG, 2d MAW, CO NADEP, CO NAVHOSP, and CO CSSD-21 concur with the contents of this order as far as it pertains to members of their command.

5. Command and Signal

(a) Signal. This order is effective the date signed.

(b) Command. This order is applicable to the Marine Corps Reserve.

  
ANDREW KOWALSKI  
Chief of Staff

DISTRIBUTION: A

DOCUMENTATION REQUIRED TO GRANT ACCESS  
TO COMMERCIAL AND CONTRACT EMPLOYEES

1. Commercial and contract employees will be issued access to MCAS Cherry Point on an individual basis.
2. Commercial and contract employees must possess a picture identification card from a state or federal agency.
3. Commercial and contract employees must provide full name, social security number, date of birth, and mailing address.
4. Commercial and contract employees must provide a criminal records check from the state or county level covering the previous two years. Criminal records checks may be obtained from, but is not limited to the following sources; County Courthouse, Defense Security Service ([www.dss.mil](http://www.dss.mil)), and \*Infolink Screening Services, Inc. ([www.infolinkscreening.com](http://www.infolinkscreening.com)).
5. Commercial and contract employees must provide proof of citizenship/immigration status. Acceptable documents include birth certificates, Immigration and Naturalization Service (INS) forms, and passports.
6. Commercial and contract employees must provide proof of employment.
7. Commercial and contract employees must provide a letter from employer/sponsor regarding the term of the project.

\*Infolink Screening Services is listed as another possible source for commercial and contractor employees to obtain a criminal background check. The United States government and the United States Marine Corps do not endorse nor are they affiliated with Infolink Screening Services.